

**[District] School District****Attendance Review Program Form****School Year: 2018-2019****REVIEW GOALS**

Attendance Reviews are designed to identify inaccurate data or instances of noncompliance in a school district's system of accumulating and reporting accurate average daily attendance (ADA) statistics. The daily responsibility for recording attendance falls primarily on classroom teachers and attendance clerks. KRS 161.200 requires teachers to keep attendance records, and 702 KAR 7:125 establishes a statewide uniform method of recording pupil attendance. According to 702 KAR 7:125, the school's records of daily attendance and teacher's monthly attendance reports, daily and class period absentee lists, student entry and exit logs, and Home and Hospital Program Forms shall be the original source of attendance data for all pupils enrolled in the public common schools and shall be verified at the end of each school month.

Attendance reviews are conducted each year on a predetermined number of school districts in the state. All high schools and middle schools are reviewed and one half of the elementary schools in each district are reviewed. (One quarter of the schools in Jefferson and Fayette Counties are reviewed each year.) A more in depth attendance audit may be conducted if initial findings identify issues of great concern.

**SCOPE OF THE REVIEW**

The attendance review of school districts 'test' helps to determine if schools are adhering to the following requirements:

1. providing the required amount of instructional time to students
2. using state entry, exit and attendance codes properly
3. properly using and recording data from the sign-in/sign-out log
4. assigning students proper transportation codes
5. completing required paperwork prior to placing students on home and hospital services
6. properly tracking attendance for all students using source documentation and the KSIS

An Attendance Review Report is prepared for each attendance review performed. Findings that are noted in the report should be corrected by the school district prior to submission of the Superintendent's Annual Attendance Report (SAAR). Procedures designed to test

the validity of reported attendance statistics will be performed during every attendance review. When sampling a school's attendance records, the reviewer will use a random selection techniques.

KDE will audit the following areas:

- DPP to provide training for attendance staff in the district.
- All Tool Rights access to Infinite Campus for staff in the district.
- Current board policy on the process for enrollment of underage students.
- Attendance tracking for students who leave the high school Campus to attend a program or other school.
- Alternative documentation process for T-codes in schools that use online registration processes.

Reviewer: \_\_\_\_\_

Date(s) of Review: \_\_\_\_\_

<b>PLANNING (KDE)</b>		Yes	No
<b>References: KRS 159.035, KRS 158.070, KRS 157.270</b>			
1	Review:  1st month _____  2nd month _____		
2	Communicate prior to the review in order for the review staff to request IC access and additional documentation.		
3	Review prior attendance review reports and note any areas that may need additional testing.		
4 (Disc 1)	Is mapping of attendance codes consistent with state standards for each school and each calendar?  If no, please explain. (Path: System Administration>Attendance>Attendance Codes) <ul style="list-style-type: none"> <li>• Armed Forces Day = AFD = Absent Excuse = Exempt</li> <li>• Armed Forces Rest and Recuperation = AFR = Absent Excuse = Exempt</li> <li>• Athlete Tournament Attendance = ATA = Present = Exempt</li> <li>• Basic Training in the Military = BT = Present = Exempt (Campus will add later this year.)</li> <li>• College Visit = O: Other = Absent Excuse = Exempt</li> <li>• Educational Enhancement Opportunity = EHO = Absent Excuse = Exempt</li> <li>• Field Trip = O: Other = Present = Exempt</li> <li>• Home Hospital = O: Other = Present Excuse = Exempt</li> <li>• Honor Guard = O: Other = Present = Exempt (Campus will add later this year.)</li> <li>• In School Suspension = O: Other = Present = Exempt</li> <li>• Suspension = S: Suspended = Absent Excuse = Unexcused</li> <li>• 4-H = O: Other = Present = Exempt</li> <li>• State Fair = O: Other = Absent Excuse = Exempt</li> </ul>		

<p>5</p> <p>(Disc 2)</p>	<p>Is mapping of behavior resolution codes consistent with state standards? (Path: Behavior&gt;Admin&gt;Resolution types)</p> <p>If no, please explain. (Path: Ad Hoc Reporting&gt; Data Export&gt; State Published&gt;Audit Expelled SSP1 and SSP2) under all schools and All Calendars. If no, please explain.</p> <ul style="list-style-type: none"> <li>• SSP1 – Expelled, receiving services (Absent = Unexcused = Exempt)</li> <li>• SSP2 – Expelled, not receiving services (Absent = Unexcused)</li> <li>• SSP3 – Out of school suspension (Absent = Unexcused)</li> </ul>		
<p>6</p> <p>(Disc 4a/4b)</p>	<p>Is the district closely monitoring employees who have “All Tool Rights’ in Infinite Campus?</p> <p>(Path: Ad Hoc Reporting&gt; Data Export&gt; State Published&gt; Audit All Tool Rights)</p> <p>Employee User Rights match their need for particular data.</p> <p>Prior employees have an end date for their User Rights.</p> <p>A school district employee is tasked with updating and managing rights in Infinite Campus.</p>		

<b>CENTRAL OFFICE</b>			
<b>Attendance Review for 2018-2019</b>			
<b>School District Name: [District]</b>			
<b>Director of Pupil Personnel: [Name]</b>			
Student Attendance Reports/Records Retention – KRS 157.360; 702 KAR 7:125		Yes	No
1	Determine whether second month aggregates days of attendance (KY ADA/ADM) report generated in funding mode agrees with aggregate days attendance submitted on the Growth Factor.		
	Obtain a copy of the most recent report.		
	Compare report totals to aggregate attendance data and confirm that totals match.		
	Compare this year's Record 2 on Growth Factor Report to last year's. If the difference is more than 15%, analyze and confirm accuracy.		
	Notes and Discrepancies:		
Master (Bell) Schedules - KRS 157.350 (2); 702 KAR 7:140, Section 6 (3)			
2	Review master schedules for all schools in the central office per state laws and regulations and local board approved calendar.		
Nonresident Pupils - KRS 157.350 (4); KRS 158.120			
3	Generate a list of nonresident students via the "Audit Non-Resident Contract report".		
(a)	(Path: Ad Hoc Reporting> Data Export> State Published> Audit Nonresident Contracts)		
(b)	Are any out of state students or residents of other Kentucky school districts attending school in the district? Generate "Audit Nonresident No contract report".		

(c)	(Path: Ad Hoc Reporting> Data Export> State Published> Audit Nonresident No contract)		
	If YES, use the source documents to verify that contracts are on file for the students that are residents of other Kentucky school districts.		
	Generate a list of Children of District Employees (CDE) via the “Audit Children of District Employees” ad hoc report. (Path: Ad Hoc Reporting>Data Export>State Published>Audit Children of District Employees.) Verify that a parent or legal guardian is a district employee.		

Home And Hospital (H/H) - KRS 157.270; KRS 157.360 (13) (a); KRS 161.200; 702 KAR 7:125, Sections 1 and 2; 704 KAR 7:120, Section 1		Yes	No
4  Disc (4a, b, c, d,e,f)	Generate a listing of students in H/H attendance Group via "Audit Home Hospital ad hoc report" and review the following against the source documents.  (Path: Ad Hoc Reporting> Data Export> State Published>Audit Home Hospital)		
	Parent/legal guardian signature is on the application		
	Physician, chiropractor, psychologist or psychiatrist signature is dated prior to the committee signatures on the application		
	Documentation to ensure that the application includes all three (3) of the required signatures that are listed above,		
	Date of enrollment into the H/H program		
	Notes and Discrepancies:		
	Verify that H/H students are being served a minimum of two (2) times per five (5) consecutive student days for at least one hour per session, beginning with the date of enrollment in the H/H program.		
	Do the teacher's H/H program forms agree with the teacher home visits listed in the KSIS?		

At Risk ADM Counts For SEEK - 702 KAR 3:270, Section 2 (h)			
5	Generate the FRAM Eligibility Report. (Path: FRAM> Reports> Eligibility)		
	Compare the FRAM Eligibility report with the meal status source documentation (i.e. the Federal Household application with district's approval signature, the state HIF form with the FRAM coordinator's signature, or the Direct Certification Report from the Food Service Director).		
	<i>Note</i> – KDE recommends that the SEEK At Risk ADM report (Path: KY State Reporting > KDE Reports > SEEK At Risk ADM) is run monthly to compare the list of students with a FREE meal status in the KSIS with the students in the FRAM meal eligibility report.		

Board Policy on Underage Students KRS 158.030 (3)			
6	Each school district must have a board policy on the enrollment of underage students in Kindergarten and Grade 1.		
	Notes and Discrepancies:		

<b>Central Office Staff</b>	
<b>Initial Review</b>	
Please note which central office staff worked with you on the district report. Also, note with whom you conducted the exit meeting.	
KDE Reviewer Signature:	Review Date(s):
Follow Up Visit Date:	



<b>SCHOOL NAME:</b>				
<b>Attendance Review 2018-2019</b>				
<b>School District Name: [District]</b>				
<b>Principal Name:</b>		<b>School Attendance Staff Name:</b>		
Student Attendance Processes and Procedures - KRS 161.200 (2); KRS 369.109; 702 KAR 7:125, Sections 1 and 2; KRS 159.140			Yes	No
1 (a)	Required Training for Attendance Clerks - KDE Recommendation  Determine whether the Director of Pupil Personnel has trained or arranged for training for attendance personnel in schools in the proper methods of administering pupil attendance procedures including appropriate security and student data entry. (This information should be recorded in Central Office section.)			
1 (b)	Determine whether attendance is checked by the teacher once each day prior to the start of instruction for elementary and by class period for middle/high students. (Attendance>Classroom Monitor)			
1 (c) (d) (e)	Generate Student Schedule Gaps (KY State Reporting>KDE Reports>Schedule Gap) report and verify that there are no student scheduling errors. Report any gaps to the school's attendance clerk.			
2	Examine the entry/exit log and determine if the following information is included as required.			
	Date			
	Student name			
	Time of arrival or departure			
	Student grade/homeroom			
	Parent/guardian signature for elementary student sign-outs.			

	Electronic signatures are acceptable.		
	Notes and Discrepancies:		
3	Determine if the entry/exit log is properly used and maintained.		
(3 a,b,c,d,e, f,g,h,)	Are entry/exit logs, daily and class absentee lists retained for prior year plus current year?		
	The KDE reviewer will make a copy of four (4) randomly selected days from the first two (2) months of the entry/exit log.		
	Generate the "Audit Check In/Check Out ad hoc report" for each corresponding day.  (Path: Ad Hoc Reporting> Data Export > State Published> Audit Check In/Check Out)		
	Identify sample and compare of the entry/exit log from school with the Audit Check In/Check Out ad hoc report to verify compliance.		
	Notes and Discrepancies:		
Review of Master Bell Schedule – KRS 157.350 (2); KRS 158.070 (1); 702 KAR 7:125, Section 1; 702 KAR 140, Section 6			
4a	Compare the master bell schedule to the period schedule.		
	Identify all instructional and non-instructional time (Master Bell Schedule) (i.e. lunch, passing time that exceeds allowable 5 minutes and any other breaks).		
	Determine the amount of instructional minutes in the student day, not to exceed 420 instructional minutes.		
	Determine if the school has met the minimum requirement for at least 1,062 instructional hours in at least 170 student days. (Path: KY State Reporting> KDE Reports>Calendar Summary)		

	Notes and Discrepancies:		
4b	Compare the board approved master bell schedule with the student days in the KSIS.		
(c)	Notes and Discrepancies:		
Attendance for Off Site Virtual Courses - 702 KAR 7:125, Section 1 (4) (c); 704 KAR 3:305 Section (4) (3.)			
5	Determine whether any students are currently enrolled in on offsite virtual high school courses by generating "Audit Virtual Based Courses ad hoc report".  (Path: Ad Hoc Reporting> Data Export> State Published> Audit Virtual Based Courses)		
	Determine whether the Virtual course is taken off campus.		
	Verify that the course is not marked for attendance.		
	Notes and Discrepancies:		

Attendance for Performance-Based Courses - 702 KAR 7:125, Section 1 (4)(g) and 704 KAR 3:033			
6  (a,b,c)	Determine whether any students are participating in performance based courses by generating "Audit Performance Based Courses ad hoc report".  (Path: Ad Hoc Reporting> Data Export> State Published> Audit Performance Based Courses)		
	Identify the students in Performance Based courses. Verify that the course is not marked for attendance. Verify that a school board policy is in place as required by 704 KAR 3:033.  ( <a href="http://education.ky.gov/educational/AL/pbc/Pages/default.aspx">http://education.ky.gov/educational/AL/pbc/Pages/default.aspx</a> )		
	Notes and Discrepancies:		
Monitoring Teacher's Record of Daily Attendance (KY School Register Report) - KRS 158.070; KRS 161.200 (2)			
7  (a,b,c)	Generate the KY School Register Report and the ADA/ADM Report.		
	Determine whether each is verified, signed and dated monthly by certified school personnel.		
	Compare totals on the KY School Register Report with the totals on the ADA/ADM Report for days Absent, Present and Membership.		
	Notes and Discrepancies:		
Use of Transportation Codes - KRS 157.200 (1); KRS 157.370 (3); 702 KAR 5:100, Section 1; 702 KAR 5:010, Sections 4 and 5			
8(a)	Generate ADA/ADM report on students who have T-5 codes assigned. Also, generate "Audit IEP and T5 Data ad hoc report". (Path: Ad Hoc Reporting> Data Export> State Published>Audit IEP and T5 Data)		
	To determine T-5 eligibility, check the IEP Related Services page for the student to verify required special transportation services.		
	Notes and Discrepancies:		

8(b) (c,d,e,f,)	From available ADA/ADM reports make a copy of randomly selected pages (excluding T5 codes). Report any findings to the school's attendance clerk.		
	Select test sample of transportation codes from the ADA/ADM report, using student Enrollment forms, Transportation forms and/or other transportation documentation from the school, then verify the documentation to determine T code eligibility. (Note: All new enrollments are defaulted to NT until changed.)		
	Generate "Audit Overlapping T Code report" and verify there are no students with overlapping T codes.  (Path: Ad Hoc Reporting>Data Export>State Published>Audit Overlapping T Codes)		
	Generate "Audit End-Dated T Code report" and verify that all T codes are end dated.  (Path: Ad Hoc Reporting>Data Export>State Published>Audit End-Dated T Codes)		
	Generate "Audit Missing T Code report" and verify there are no students with missing T codes. (Path: Ad Hoc Reporting>Data Export>State Published>Audit Missing T Codes)		
	KDE Recommendation: T codes should be verified at the school at least twice per year.		
	Notes and Discrepancies:		
Use of Withdrawal Codes - KRS 159.170; KRS 161.200 (2); 702 KAR 7:125, Sections 12 an			
9 (a,b,c)	Generate the enrollment status report including students with an end status (withdrawal code).		
	Obtain documentation on students who have withdrawal codes assigned.		
	Compare the withdrawal code with the documentation. Determine compliance with 702 KAR 7:125, Section 17 and KRS 161.200, Section 2.		
	Notes and Discrepancies:		

Record of Suspensions - KRS 158.150 (6)				
10	Generate the "Audit SSP ad hoc report" - Suspensions include all students who have an SSP3 code.  (Path: Ad Hoc Reporting> Data Export> State Published> Audit SSP)			
	Compare the SSP3 code ad hoc report and the suspension documentation from the school to verify compliance with KRS 158.150. (Supporting documentation is generally a letter signed by the school principal or superintendent informing the parent(s) and/or legal guardian(s) of suspension.)			
	If the Suspension Attendance Linkage Report contains incomplete data, the report should be forwarded to the appropriate district staff person for correction.  (KY State Reporting>Edit Reports>Suspension Attendance Linkage)			
	Notes and Discrepancies:			
Use of State Attendance Codes				
11 (a,b)	Educational Enhancement Opportunity (EHO) - KRS 159.035; KRS 157.320			
	Generate the "Audit EHO ad hoc report" - Educational Enhancement Opportunity.  (Path: Ad Hoc Reporting> Data Export> State Published> Audit EHO)			
	Compare the EHO ad hoc report with the EHO days documentation at the school to verify compliance. (Supporting documentation is generally a signature from the principal giving permission to a student for up to ten (10) days to pursue an EHO.)			
	Notes and Discrepancies:			

12	Armed Forces Day (AFD) - KRS 159.035, Section 3 (a.); KRS 157.320		
	Generate the "Audit AFD ad hoc report" including all students who have an AFD attendance day code assigned.  (Path: Ad Hoc Reporting> Data Export> State Published> Audit AFD)		
	Compare the AFD ad hoc report with the AFD documentation at the school to verify compliance. (Supporting documentation for appropriateness is generally a letter from the parent requesting the student be excused for one (1) days for military deployment of parent, legal guardian or custodial parent and one (1) day for return of same.		
	Notes and Discrepancies:		
13 (a,b)	Armed Forces Rest & Recuperation Day (AFR) - KRS 159.035, Section 3(a.)		
	Generate the "Audit AFR ad hoc report". (Path: Ad Hoc Reporting> Data Export> State Published> Audit AFR)		
	Compare the AFR ad hoc report with the AFR documentation at the school. (Supporting documentation is generally a letter from the parent requesting to be excused absent up to ten (10) days for parent, legal guardian or custodial parent who is home on visitation when the member is stationed out of the country and is granted rest and recuperation leave.)		
	Notes and Discrepancies:		

Partial Day - 702 KAR 7:125, Section 4		
14  (a)	Generate the "Audit Partial Day ad hoc report". (Path: Ad Hoc Reporting> Data Export> State Published> Audit Partial Day)	
	Obtain a schedule or list of students in the school that are allowed to attend school for less than full time.	
	Compare the Partial Day ad hoc report with supporting documentation from school to verify compliance. (Supporting documentation is in an IEP or listed in the local board minutes.) Approval should be given prior to the day(s) of entry into the partial day attendance group.	
(b)	Examine the SAAR report to determine if there is an applicable adjustment for aggregate days ADA per 702 KAR 7:125.	
	Notes and Discrepancies:	
Partial Week - 702 KAR 7:125; 704 KAR 7:120, Section 1		
(c)  (d)	Generate the "Audit Partial Week ad hoc report". (Path: Ad Hoc Reporting> Data Export> State Published>Audit PW Attendance) (PW=Partial Week)	
	Obtain a schedule or list of students in the school that are allowed to attend school less than full time.	
	Compare the Audit PW Attendance (Partial Week) ad hoc report with supporting documentation from school to verify compliance. (Supporting documentation is in an IEP or listed in the local board minutes.)	
	Examine the SAAR report to determine if there is an applicable adjustment for aggregate days ADA per 702 KAR 7:125.	
	Notes and Discrepancies:	



Overage/Underage Exceptions - KRS 158.030 (3)			
15	Generate the Overage/Underage report. (KY State Reporting>Edit Reports>Overage/Underage Report)		
(a,b, c,d)	Identify a test sample. If there is no adjustment on the Growth Factor Report, determine if there is documentation on file to show that the student was: (1) previously enrolled in an accredited public school in another state, (2) KDE approved for an accelerated placement to Grade 1, or (3) an early admission to Kindergarten based on local school board policy. See accelerated placement information <a href="#">here</a> .		
	Is documentation of KDE approval on file for underage students who were: 1) previously enrolled in an accredited public school in another state, (2) KDE approved for an accelerated placement to Grade 1, or (3) an early admission to Kindergarten based on local school board policy?		
	Notes and Discrepancies:		
Tracking Student Attendance in an alternative educational programs/schools - KRS 161.200, Section 2.			
16	Determine if students are leaving campus for the purpose of attending an educational program/schools.		
	Determine if documentation exists to substantiate that attendance for each student is recorded as Present or Absent. (Ask what their process is for taking attendance and put their response in the Notes section. Ask to review a copy of attendance from the KTS from the alternative program. Do they have a process for taking attendance?)		
	Notes and Discrepancies:		

KDE Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_